

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service
Rockville, Maryland 20857

Refer to: OMS/MPSS

INDIAN HEALTH SERVICE CIRCULAR NO. 97-11

CHARTER
NATIONAL COUNCIL OF EXECUTIVE OFFICERS
INDIAN HEALTH SERVICE

Sec.

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1. **Purpose** The purpos of this circular is to establish the Indian Health Service (IHS), "National Council of Executive Officers (NCEO)." The purpose of the NCEO will be to-advise the-Director, IHS, on all IHS administrative and management matters, including initiating and reviewing proposed IHS policies; procedures, guidelines, and instructions.
2. **Membership and Officers** The NCEO membership will consist of those employees with specific responsibilities for implementation of IHS administrative policies and directives. Examples may include the following areas:
 - A. Personnel Management.
 - B. Acquisition Management.
 - c. Property and Supply Management.
 - D. Financial Management.

Headquarters Executive Officers will participate with this group, however, an emphasis will be placed on Area Office responsibilities, and a reliance will be placed on Area initiated changes and improvements to existing IHS business practices.

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2.a. The NCEO Charter Membership consists of.

Director, OMS
Executive Officer, OMS
Executive Officer, Office of Public Health (OPH)
Area Executive Officers (12);

Therefore, the following employees are encouraged to attend quarterly meetings of the NCEO and to support and assist the NCEO by participating in regular quarterly meetings, providing information, staff support, and follow up to NCEO decisions, actions, and activities:

1. Staff Directors, OMS
2. Division Directors, **OMS**
3. Director, Division of Managed Care, OPH

2.b. The NCEO Officers are:

1. Chairperson (Area Executive Officer elected by a 2/3 majority of the NCEO. Serves a one-year term.);
2. Chairperson-Elect (Area Executive Officer elected by a 2/3 majority of the NCEO. Serves a one-year term and automatically assumes the Chair.)

3. Role of the NCEO

- A. Develop a Management Work Plan (MWP), review annually and revise as needed, present the plan and revisions to the Executive Leadership Group (ELG) of the Leadership Council for review and approval.
- B. Track and take action on problems identified through assessment processes to insure their resolution.
- C. Ensure the information obtained from work group activities is shared within the organization, as appropriate.

4. Committees. The NCEO will charter standing committees to carry out its work and may establish ad hoc committees to perform specific projects or tasks.

A. Steering Committee:

The Steering Committee is a permanent standing committee of the NCEO and is organized and charged as follows:

The Steering Committee will consist of five (5) Charter members. Three (3) members will be elected from the Charter membership of the NCEO. One member of the Committee shall be one of the Headquarters Executive Officers identified in 2a. Terms of office will not exceed two years. Members may serve more than one term.

The fifth member of the Steering Committee shall be the Chair of the NCEO who will also serve as the Chairperson of the Steering Committee.

Responsibilities of the Steering Committee are to:

- a. Support and administer the business of the NCEO by developing agendas for meetings.
 - b. Identifying presenters and resources to ensure successful meetings.
 - c. Follow up on meeting action items.
 - d. Represent the NCEO on special requests or assignments received from the IHS Executive Leadership Group (ELG), IHS senior management, or the Director, OMS. Prepares reports or carries out any other projects or tasks that may be assigned by the NCEO;
 - e. Report to the NCEO on all its activities at least quarterly. Reports will be provided to the NCEO after each committee meeting/conference call through scheduled conference calls, electronic mail, and/or presentations during NCEO meetings.
 - f. Monitor NCEO work group activities and accomplishments and assist in obtaining adequate support to resolve issues and problems identified by the work groups.
5. Meetings. Meetings will be held at least quarterly or when scheduled by the Steering Committee. A quorum must be present for the meeting to proceed.

It is expected that all Charter members will attend all meetings.. However, in the event of an unavoidable absence, an alternate must be designated, in writing, to the Chair no less than 7 calendar days prior to the meeting in order to be permitted voting rights. Other employees identified in 2.a. (Staff Directors, OMS, Division Directors, OMS, Director, Division of Managed Care, (OPH), are encouraged to attend the quarterly meetings, but are not voting members.

- a. Quorum: A quorum is 2/3 of the total Charter membership.
 - b. Voting: The method of taking action (approving, supporting, endorsing, or not) on any issue is by consensus.
 - c. Recording: The Director, Division of Administrative Support, IHS, HQs, is responsible for ensuring appropriate support for recording and reporting the proceedings of all duly called meetings and conference calls.
 - d. Record: The record will consist of a summary corresponding to the agenda, as approved, and a summary of outcomes and follow up items. The Chair will designate a member to record the proceedings of Steering Committee meetings and conference calls, consisting of a summary corresponding to the agenda, as approved, and a summary of outcomes and follow up items.
6. Reports and Recommendations Unless otherwise specified by the Chair, the Chair-Elect is responsible to ensure proper disposition of reports and recommendations Of the NCEO. Such reports and recommendations will be forwarded through the Chair to the ELG within 30 days after NCEO meetings.
 7. Representation The Director, OMS will represent this body to the IH5 Leadership Council and to the ELG.
 8. Amendments and Supersedure Amendments to the NCEO Charter may be proposed at any regular meeting. Adoption of proposed amendments for presentation to the Director, IHS, shall be consistent within NCEO voting guidelines.

9/05/97)

INDIAN HEALTH SERVICE CIRCULAR NO. 97-11

This Circular replaces the Charter entitled, "Charter, Administrative Quality Management Council, Indian Health Service."

9. Effective Date. This circular is effective upon date of signature.

A handwritten signature in black ink, appearing to read "Michael H. Trujillo, M.D., M.P.H., M.S.".

Michael H. Trujillo, M.D., M.P.H., M.S.
Assistant Surgeon General
Director, Indian Health Service